STUDENT RECORDS DATA COLLECTION
2004-2005
Layout for Tab-Delimited File

NOTE: This file layout has been revised to incorporate all 3 submissions as well as the Pre-Submission Application for 2004-2005.

Header Records (must include all records exactly as indicated)	
SenderID=<3-digit Division Number of division submitting file (leading zero must be included, i.e. 001)>	
CreateDate=<current date in mm/dd/yyyy format>	
CreateTime=<current time in hh:mm:ss format>	
EMAIL=<sender's e-mail address>	
~~	
DATATYPE=<STUDENT_FALL>	Use: **STUDENT_FALL** for Fall submission, **STUDENT_SPR** for Spring submission or **STUDENT_EOY** for the End-of-Year submission **STUDENT_PRESUB** for the Pre-Submission Application
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"A" Record – fixed length						
Field Length	**Field Name**	**Contents**		**Required**		
				FALL	**SPR**	**EOY**
1	Record Type	Constant=A		Y	Y	Y
1	File Submission Type ID	Constant=1	Use: 1 for the Fall submission 2 for the Spring submission 3 for the End-of-Year submission	Y	Y	Y
4	Beginning School Year	Four-digit year for beginning of school		Y	Y	Y
3	Division Number	Leading zero must be included, i.e. 005		Y	Y	Y
1	EIMS Participation Flag (FALL only – do not use for SPRING or EOY)	Y=participating in EIMS N=not yet participating in EIMS		Y	N/A	N/A

"B" Record – tab delimited (50 columns)						
Field Length	**Field Name**	**Contents**		**Required**		
				FALL	**SPR**	**EOY**
1	Record Type	Constant=B		Y	Y	Y
12	Unique Local Student Identifier	Unique identifier for each student		Y	Y	Y
3	Responsible Division Number	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)		Y	Y	Y
4	Responsible School/Center Code	Selection from list of Virginia school numbers		Y	Y	Y
3	Serving Division Code	Selection from list of education agency numbers, (leading zero must be included, i.e. 001)		Y	Y	Y
4	Serving School/Center Code	Selection from list of Virginia school numbers		Y	Y	Y
1	Active Status Code	A=Active I=Inactive N=Not Enrolled		Y	Y	Y
4	Entry Code	Blank (only if active status code is N) or selection from Entry Code list		Y	Y	Y

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Field Length	Field Name	Contents	Required FALL	SPR	EOY
10	Entry Date	Blank (only if active status code is N) or MM/DD/YYYY	Y	Y	Y
4	Exit/Withdrawal Code	Blank or select from list of exit/withdrawal codes	Y	Y	Y
10	Exit/Withdrawal Date	Blank or MM/DD/YYYY	Y	Y	Y
2	Racial/Ethnic Code	00=Unspecified 01=Am. Indian 02=Asian 03=Black 04=Hispanic 05=White 06=Native Hawaiian	Y	Y	Y
1	Gender Code	M=Male F=Female	Y	Y	Y
10	Birth Date	MM/DD/YYYY	Y	Y	Y
2	Grade Level Code	Blank or Select from the list of grade level codes	Y	Y	Y
1	Kindergarten Half-Day Flag	Y=Yes, student attends half day N=No, student does not attend half day	Y	Y	N
3	Primary Disability Code	Blank or select from the list of disability codes	Y	Y	Y
3	Spec Ed Weekly Time %	Blank or Total percentage of time that the spec. ed. student spends each week with a special education teacher	Y	N	N
1	Disadvantaged Status Flag	N=No, student is not identified as disadvantaged; Y=Yes, student is identified as disadvantaged	Y	Y	Y
2	Limited English Proficient Code	Blank or 11=Students receiving LEP services; proficiency level is 1; 12=Students receiving LEP services; proficiency level is 2; 13=Students receiving LEP services; proficiency level is 3; 14=Students receiving LEP services; proficiency level is 4; 2=LEP and on monitor status - 1st year; 3=LEP and on monitor status - 2nd year; 4=Identified as LEP, but not receiving services; 5=1st year of Post Monitoring Status; 6=2nd year of Post Monitoring Status.	Y	Y	Y
4	Country of Birth Code	Blank or select from list of Country Codes	Y	N	N
4	Home Language Code	Blank or select from list of Language Codes	Y	N	N
1	Immigrant & Youth Status Flag	N=No, student not classified as an immigrant Y=Yes, student is classified as an immigrant	Y	N	N
1	Refugee Flag	N=Not refugee Y=Yes, student is a refugee	Y	N	N
1	Migrant Status Flag	N=No, student not classified Y=Yes, student classified	Y	Y	Y
1	Homeless Status Flag	N=No, not classified as homeless Y=Yes, classified as homeless	Y	Y	Y
1	Neglected/Delinquent Status Flag	N=No, student not neglected or delinquent Y=Yes, student classified as delinquent	Y	N	N
5	Gifted Code	Select from the list of gifted codes	N	Y	N

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Field Length	Field Name	Contents	Required		
			FALL	SPR	EOY
2	Title I Code	Blank=not Title I 01=Reading 02=Math 03=Reading and Math 04=Math and Health 05=Reading and Health 06=Math, Reading and Health 07=Math and Support Services 08=Reading and Support Services 09=Math, Reading and Support Services 10=Math, Reading, Support Services and Health	Y	Y	Y
1	GED Program Code	Blank or 1=GED 2=ISAEP 3=GAD	N	Y	Y
1	International Baccalaureate Program Flag	N=No, student is not in an IB program Y=Yes, student is in an IB program	N	N	Y
2	Graduate/Other Completer Code	Blank or 01=Standard diploma; 02=Advanced Studies Diploma; 03=Special Diploma; 04=Certificate of Program Completion; 05=GED; 06=IB; 07=Modified standard diploma; 08=GED as part of ISAEP 09=GAD	N	N	Y
2	Graduation Plan Code	Blank or 01=4-yr college 02=2-yr college 03=other education plan 04=Military 05=Employment 06=None	N	N	Y
1	Advanced Placement Code	Blank or 1=Enrolled in AP class 2=Enrolled in AP and took AP exam 03=took AP exam	N	N	Y
1	Dual Enrollment Code	Y=Yes, student is taking one or more courses for college credit; N=No, student is not taking courses for college credit	N	N	Y
1	CTE Finisher Code	Blank or 1=Student finished CTE requirements for graduation 2=Student finished CTE requirements for completion of a Tech Prep program 3=Student took at least one CTE course since the 7th grade but has not finished CTE requirements for completion 4=Student has not taken any state-approved CTE courses since the 7th grade	N	N	Y

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Field Length	Field Name	Contents	FALL	SPR	EOY
"B" Record – tab delimited (50 columns)					
4	CTE Career Family Code***	Blank or CT1 or TP1 = Agriculture and Natural Resources CT2 or TP2 = Architecture and Construction CT3 or TP3 = Arts/Audio/Video Technology & Communications CT4 or TP4 = Business and Administration CT5 or TP5 = Education and Training CT6 or TP6 = Finance CT7 or TP7 = Government and Public Administration CT8 or TP8 = Health Science CT9 or TP9 = Hospitality and Tourism CT10 or TP10 = Human Services CT11 or TP11 = Information Technology CT12 or TP12 = Law and Public Safety CT13 or TP13 = Manufacturing CT14 or TP14 = Retail/Wholesale Sales & Service CT15 or TP15 = Scientific Research & Engineering CT16 or TP16 = Transportation, Distribution & Logistics ***Use the CT code if it is a regular Career and Technical Education Course ***Use the TP code if it is a Tech Prep Course	N	N	Y
3	CTE Special Populations Code	Blank or 4 = Non-traditional Career Preparation 5 = Single Parent 6 = Displaced Homemaker 45 = Non-Trad and Single Parent 46 = Non-Trad and Displaced Homemaker 56 =Single Parent and Displaced Homemaker 456 = Non-Trad, Single Parent and Displaced Homemaker	N	N	Y
2	Dropout Reason Code	Blank or 10=Achievement 20=Behavioral 30=Health 40=Family Reason 50=Financial Hardship 60=Employment 70=Moved 80=Maximum age 90=Expulsion	N	N	Y
1	Summer Dropout Flag	N=No, student not a summer dropout Y=Yes, student is a summer dropout	N	N	Y
3	Aggregate Days Present	Number	N	Y	Y
3	Aggregate Days Absent	Number	N	Y	Y
1	Retention Flag	N=Promoted; Y=Retained	N	N	Y
1	Truancy Conference Flag	N=No conference scheduled Y=at least one conference held	N	N	Y

The "Required" header spans the FALL, SPR, and EOY columns.

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Field Length	Field Name	Contents	Required		
			FALL	**SPR**	**EOY**
2	Tuition Paid Code	Blank or 02=Paid Tuition to State Supported Institution; 03=Paid Tuition to Private Institution; 04=Paid Tuition to Regional Center; 05=Received Tuition from Another LEA; 07=Served Through CSA; 09=Inter-State Compact Placement; 10=Out of State Students: Contiguous State Offering Same Privileges to VA Students per 22.1-5; 11=Out of State Students: Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5; 12 =Tuition Received from a Non-Contiguous State or US Territory; 15=Paid Tuition to a School Division Outside the Commonwealth of Virginia.	Y	Y	Y
2	Non-Public Student FTE	Blank, 10, 25, or 50. This is an implied decimal. .10=10; .25=25; .5=50	Y	Y	Y
1	**First Year in Ninth Grade Code** NEW	**blank;** **1 = first year in 9th grade -- never retained in the 9th grade in another Virginia public school in a previous school year** **2 = first year in 9th grade in this school BUT retained in 9th grade in another Virginia LEA in a previous school year** **3 = first year in 9th grade in this school BUT retained in 9th grade in another school in this division in a previous school year** **4 = retained in 9th grade in this school in a previous school year**			**Y**
10	State Testing ID	The 10-digit State assigned Testing ID provided by the Educational Information Management System	Y	N	Y
15	Student First Name	First name of the Student	N	N	N
1	Student Middle Initial	Middle Initial of Student	N	N	N
25	Student Last Name	Last Name of the Student	N	N	N

 "B" Record – tab delimited (50 columns)

Trailer Record
RecordCount=<number of A and B records included in this file (A record plus all B records)**>**